

GUARDIAN ORDER

GO 1197

20 June 1974

Info Bureaus

CONFIDENTIAL

CIC SERIES NO. 1

DESCRIPTION OF CIC W/ FILING SYSTEM:

As Bureau I CIC W/ is presently converting over to micro-film, it is important that all Guardian Office Information Bureaus are aware of the type of filing system used at World Wide and also are aware of the standards required in reports sent to World Wide.

For that reason a series of Guardian Orders has been written giving a description of our filing system, the micro-film system, and the standards required both for use in the systems and use after the conversion to micro-film.

The first in this series is a description of the CIC Filer system at W/. This system is in use presently and will remain in use after the conversion to micro-film. It is as follows:

The filing system is divided into 8 categories:

1. Doubt *
2. Traitor *
3. Enemy *
4. General Area
5. General International
6. Enemy International
7. Intell
8. Newspaper Files

(* Does not refer to the Conditions)

1. DOUBT: A non treacherous Scientologist who comes up in an intell report. These files are used a lot by Branch II. The Doubt files are not filed by country, but are filed alphabetically with the whole world in together, as Scientologists move around a lot.
2. TRAITOR. An ex-Scientologist who has gone to the press or police or to court, or in some way attacked us or harmed Scientology. These are filed alphabetically and by country.
3. ENEMY: An exterior suppressive or his connections, i.e. any person, group, organisation, company, government department etc. mentioned in an intell report who does not fit into category (1) or (2) above. These are filed by country and alphabetically within the country.

(Note: If a person is temporarily residing in a country - e.g. an Ambassador - a dummy file is made for the country he is in temporarily and his true file is kept in his home country.)

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4. GENERAL AREA: This consists of files of subjects (not people or organisations) of interest to Scientology such as Aversion Therapy, Brain Surgery, Crime, Drugs, Involuntary Institutionalization, Mental Health Acts, Psychiatry, Shock Treatment, etc. and are divided into countries alphabetically, and then the different subject files are arranged alphabetically within each country.
5. GENERAL INTERNATIONAL: This consists of subjects of interest which are covered from an international viewpoint, e.g. Banking, Communism, Euthanasia, Finance, Intelligence, Mental Health, Press, Psychiatry, Psychology, etc. These are filed alphabetically by subject.
6. ENEMY INTERNATIONAL: As for category (3) above, except that this section is for international organisations such as Amnesty International, European League for Human Rights, International Monetary Fund, Caribbean Federation for Mental Health, United Nations, World Council of Churches, WFH, World Psychiatric Association etc. This section is filed alphabetically.
7. INTELL: These are divided into 2 sections.
The first section consists of files of reports, information, etc. received from individuals who are not staff members but who do part time work for the Bureau or who volunteer information etc. on a casual basis.
The second section is for each Guardian Office around the planet and contains the Branch I and Branch II weekly reports and reports concerning Bureau management etc.
These two sections are, of course, each arranged alphabetically.
8. NEWSPAPER FILES: These contain in date order the mounted Scientology clippings, originals where possible, and are filed alphabetically under the name of the newspaper/magazine - having first been divided into countries alphabetically of course.

The above is the Bureau I CIC WW filing system. All intell reports received at WW are crossfiled under each name mentioned in the report under the appropriate category. This is an excellent system and very workable.

The "special bank" files are in addition to the main files described above, and are done as per CO 907 Intelligence Estimations and Predictions.

For further information on the above main system of questions on how to change to this system or problems with the system, contact the

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